

## **ADMINISTRATIVE ASSISTANT**

### **POSITION VISION**

One position provides primary administrative assistance to the Planning & Development General Manager and the other position to the Airport Director. Performs a broad range of administrative and problem-solving assignments involving independent research and follow-through. Takes ownership of a project to produce a quality product for our customers and employees.

### **ESSENTIAL FUNCTIONS:**

- ~ Follows up on division or department assignments to determine progress or the extent of completion; summarizes and prepares analysis of department activities, and must promote shared responsibility, teamwork and continuous improvement.
- ~ Serves as department budget liaison, coordinates department budget preparation, collects data.
- ~ Researches and responds to citizen requests in person or by phone in accordance with City policies and regulations. Must possess the ability to communicate and receive feedback objectively. Composes original correspondence.
- ~ Writes and/or coordinates completion of Council Action Reports for the department, compiles department tentative agendas for City Council meetings, and other management related reports on a computer requiring continuous and repetitive arm, hand/eye movement.
- ~ Maintains documentation, statistical reports and project logs to document work procedures and monitor follow-up requiring analytical, and organizational and computer skills.
- ~ Uses teamwork to combine statistical planning tools to anticipate and resolve problems, coordinates and facilitates employee involvement programs.
- ~ Operates a PC or terminal to input data, prepare reports, and communicate with others.

### **QUALIFICATIONS:**

Requires training and experience equivalent to two years in an administrative or similar staff support function; considerable knowledge of office management procedures, business English, word processing, etc.; working knowledge of budgets, accounts payable/receivable; some knowledge of ordinances, practices, procedures, and terminology of governmental operations. Must be skilled in providing superior customer service for both internal and external customers. Must have hand/eye coordination and manual dexterity to operate a PC or terminal in order to prepare recommendations and draft clear, concise policy statements and original correspondence. Must have demonstrated ability to coordinate the completion of multiple assignments; prepare, justify, and monitor a budget; and to establish and maintain effective working relationships with co-workers, supervisors, city officials, and the general public. Attendance and punctuality are essential functions to this position.

**STATUS: Unclassified DEPARTMENT: Planning & Dev./Transportation**